

**ASSISTANT FIRE CHIEF**  
**STUDY GUIDE**

A written examination for the class of **ASSISTANT FIRE CHIEF** to be administered in **HARAHAN** on **APRIL 9, 2003**, will consist of approximately 140 multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>FIRE ADMINISTRATION</b>  Knowledge of the principles of effective fire service management and administration, involving management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; and personnel management.	20.7%
<b>MANAGING EQUIPMENT/PROPERTY/SUPPLIES</b>  Knowledge of the management, maintenance, and purchasing of equipment, property and supplies, including verifying that equipment is tested and meets applicable standards.	8.6%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, content, format, control, and retention, and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.	5.7%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	8.6%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	14.3%
<b>FIRE GROUND COMMAND</b>  Knowledge of fire ground command procedures sufficient to direct emergency scene operations, or to train subordinates in areas including supervising subordinate employees at the scene of an emergency; performing size-up; directing rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage, overhaul, first aid and CPR; acting as part of the fire attack team; overseeing safety procedures; and handling hazardous materials.	32.1%
<b>FIRE PREVENTION AND INVESTIGATION</b>  Knowledge of fire prevention procedures and of life safety codes sufficient to collect information for pre-fire planning, and to train subordinate employees in inspection and pre-fire planning. Knowledge of fire investigation procedures sufficient to determine the cause, origin, and circumstances of a fire; to recognize and secure evidence of arson; to pursue and make arrests of suspects or to assist arson investigation personnel; to testify in court; and to train subordinates in fire investigation.	10.0%

## REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

## PRIMARY REFERENCE MATERIAL

### INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Introduction to Fire Origin and Cause, 2nd ed., 1997.  
Pumping Apparatus Driver/Operator Handbook, 1st ed., 1999.  
Essentials of Firefighting, 4th ed., 1998.  
Fire Department Company Officer, 3rd ed., 1999.  
Fire Service Ventilation, 7th ed., 1994.  
Hazardous Materials: Managing the Incident, 2nd ed., 1995.

### EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

### NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE COMMAND, Brunacini, Alan V., NFPA, 1985.

### MANAGING FIRE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 2nd ed., 1988.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

### NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 18th ed., 1997.

### KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 4th ed., 1997.

### BUSINESS COMMUNICATIONS, Dumont, Raymond, and Lannon, John, Southeastern Massachusetts University, Little, Brown and Company, Boston, 2nd ed., 1987.

### EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 7th ed., 1994.

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 3rd ed., 1999.**

**ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.**

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.